

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 21-147

31 MAY 1999

Maintenance

**CORRECTING AND CHANGING AIRCRAFT
LOCATIONS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance* and sets up the procedures and responsibilities for correcting aircraft location discrepancies. It applies to personnel of the Aircraft Management (LA) Logistics (LG) and Comptroller (FM) Directorates.

SUMMARY OF CHANGES. This is an initial publication, which incorporates portions of AMARCR 65-20 and updates policies, responsibilities and procedures for aircraft location inputs resulting from aircraft movement and departures.

1. GENERAL. Notify Production Control Division, Master Scheduling Branch (LAAS), Production Controller in Job Control with the following information to change the aircraft location: When an aircraft location discrepancy is discovered; an aircraft is moved by a work center other than Equipment Services Division, Towing Branch (LAET); aircraft are released to a surface carrier; or aircraft fly away.

- 1.1. AMARC aircraft identification - production control number (PCN).
- 1.2. Aircraft type.
- 1.3. Tail number.
- 1.4. New or present location or "departed."

2. PROCEDURES AND RESPONSIBILITIES.

- 2.1. LAET will process the aircraft location changes only for aircraft moved by LAET.

2.2. Process Out Division (LAO) branches, Motor Pool (LAEM), Workload Division (FMW), and Logistics Support Division (LGL) or any other work center will provide Job Control with all the information listed in paragraph 1 by telephone or electronic mail (e-mail):

2.2.1. To change the aircraft location when an aircraft departs or is moved to a new location by any work center other than LAET.

2.2.2. To request aircraft location correction or verification.

2.3. Job Control will:

2.3.1. Input all aircraft location changes (Figure 1) except for LAET.

2.3.2. Perform the research to determine the correct location of aircraft.

2.3.2.1. If the last known aircraft location and the MAXIMO location are the same, conduct a search for the aircraft using the information from the requester.

2.3.2.2. If the last known aircraft location and the MAXIMO location are different, have the requester conduct a search for the aircraft at the current MAXIMO location and notify Job Control if the current MAXIMO location is correct.

2.3.2.3. If aircraft is not present in the current MAXIMO location, arrange a physical search for the aircraft using the information from the MAXIMO Equipment Move History Record, which displays the aircraft's previous locations. See paragraph 2.4.3.

2.4. Use the Equipment feature in the MAXIMO Equipment module to research, correct, change or update an aircraft location.

2.4.1. Enter the AMARC PCN in the "Equipment" field and press <Enter>.

2.4.2. Click on the **Options** menu from the tool bar at the top of the screen.

2.4.3. Highlight **Move/Modify Equipment** to change a location or **Equipment Move History Record** to research the aircraft prior locations.

2.4.4. To delete or change a location, click on the box under the "Location" column and delete the old location. (Figure 1)

2.4.5. Enter the new location and click on OK or press <Enter>. The aircraft recorded location is now updated and the change is saved.

2.4.6. Notify the Workload Division, Aerospace Vehicle Distribution Officer (AVDO), via telephone and e-mail if the aircraft location has changed to "DEPARTED," which is used for aircraft flyaway or surface departures.

Figure 1. Correcting/Changing an Aircraft Location.

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OFFICIAL

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